

KNOX COUNTY COMMISSION

Special Meeting – Work Session

Tuesday - April 14, 2009 - 2:00 p.m.

A special meeting – work session of the Knox County Commission was held on Tuesday, April 14, 2009, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. Administrative Assistant Candice Richards was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3. County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Finance Director Kathy Robinson, Jail Administrator John Hinkley, and Communications Linwood Lothrop.

Other people present: Kim Lincoln, reporter from the *Gazette Herald* (arrived at 3:10); and Brad Carter.

Special Meeting – Work Session – Agenda		
Tuesday – April 14, 2009 – 2:00 p.m.		
I.	2:00	Meeting Called To Order
II.	2:01	Discussion Items
		1. Capacity and Capability of MUNIS
		2. Create Timeline/Series of Steps to Meet with Counties/Municipalities re: Sharing Costs and Determining Efficiencies
		3. Update on Space Needs
		4. Commission Meeting Schedule
III.		Adjourn

I. Meeting Called to Order

Commission Chair Anne Beebe-Center called the April 14, 2009 special meeting - work session of the Knox County Commission to order at 2:00 p.m. The Commissioners and County Administrator moved to sit at the conference table. The department heads were then invited to sit at the table and take part in the discussion.

II. Discussion Items

1. Capacity and Capability of MUNIS.

Commission Anne Beebe-Center stated that the Commission wanted to learn more about MUNIS because it is possible that financial services may be one thing that the County could offer to municipalities. The Commission is hoping to be able to work more closely with other counties and the municipalities in Knox County. Some agencies are struggling with finding someone to do their payroll and other financial services.

Finance Director Kathy Robinson reported that she had only recently started hearing that the Commission was interested in looking at sharing financial services with the municipalities and looking at other financial software. She stated that she was not involved in the research done back when the County decided to go with MUNIS. She stated that she started working for the County right when the County first started using it. Deputy Treasurer Barbie Sylvester was involved in some of the research in terms of the functions of the software, but most of the research done by the treasurer at the time, including the research done on how the involved towns would participate. Ms. Robinson stated that she recently sent a questionnaire to other counties to see what financial software they use and whether it was a lease or a purchase, but has only received responses from four counties. Three of those counties are using MUNIS. One of the three has only just started it and has been calling Ms. Robinson with questions. The other two have been using MUNIS for a long time and are happy with it. The fourth county is using SAGE. Ms. Robinson stated that she intends to continue seeking responses from other counties to get a better idea of what other counties are using for financial software.

One specific question Ms. Robinson stated that she has for other counties is whether or not they are using MUNIS, or another financial software, for payroll, or if they are hiring that function out. MUNIS has the capability to supply human resource functions. Not everyone using MUNIS is going to pay for, and use that module, but it is available. While it does not track things like review scores or some other human resource information like that, it does keep track of addresses and phone numbers and other similar information. MUNIS can come with a range of “modules” that perform different functions. The County only purchased the modules that were believed to be needed at the time. When the contract was recently negotiated, it was found that there were modules (fixed assets) that the County had originally purchased to begin with that the County did not decide to purchase the last time, two of which were Fixed Assets, and Project

Management. There is also an audit report that the County we decided to not purchase because the auditors do that for the County, so it seemed unnecessary to pay the \$3,000 for it. The auditor said that 90 percent of entities will not do this report on their own, but will have the auditor do it. The fact that the County does not do this report on its own is listed as a finding in the audit report. The County could still make a change later on and pay for the module. Modules can be purchased and added or dropped at any point.

MUNIS is a lease and not a purchase. Two of the other counties using MUNIS are paying roughly \$10,000.00 less than Knox County because they are not getting the backup from Tyler Technologies that Knox County is. The way the contract is set up, MUNIS backs up the information for the County. The other counties using MUNIS are backing up their information onsite and are not backing it up with Tyler Technologies. If the County decided to backup information onsite instead of having Tyler Technologies do it, there would need to be research done, with the help of the IT staff, to see if it would be cost effective to make that change.

If the Commission decided to look into using financial software other than MUNIS, the Finance Office would need time to do the level of research necessary to make an informed decision, and then the implementation time is significant. When the County began using MUNIS, all of 2006 was dedicated to translating data and creating new accounts. It took soft costs, a lot of time and was a lot of work, and resulted in employees having a lot of overtime. It was at least 18 months working out the bugs and right now it is working the way the County wants it to. To change to a different financial software, it would be about one year for implementation, and a year and a half testing stage to get things working the way they should without any bugs. It is a long, hands-on process. These are things that need to be kept in mind. Right now, MUNIS serves every function that the County needs it to do. Tyler Technologies provides 24-hour calling for help with MUNIS issues, but even with time-frames built into the contract, the help received is not always immediate. Tyler Technologies also has the capability to help you work through problems online so they can see the problem you are having as you are going through it.

Finance Director Kathy Robinson stated that she is waiting for a time to be able to have a conference call with a sales rep and a project manager regarding the possibility to get another module to be able to manage the jail independently in MUNIS because the jail is now on a fiscal year while the rest of the County is on a calendar year. The price she had received as a quote was \$6,000 but she does not know yet if this is a one time only fee, an increase per year, or something else. The way MUNIS is set up now, all accounts have to end at the same time, but the jail ends now at a different time of year, so it now needs to be separate from the rest of the County accounts. All County departments are already in MUNIS but because of the state requiring fiscal reporting for the jail, the County is looking at what makes the most sense. The County needs to decide if we are going to pay more to have the jail audited on a different schedule than the rest of the county. It may cost a lot more to have two audits done if the jail is done separately.

There was a discussion about which counties have already switched to a fiscal year. Somerset and Kennebunk have converted to fiscal and Franklin is in the process.

It was mentioned that Phil Roy, the finance director of Hancock, had commented at the recent MCCA meeting that the audit is now going to cost twice as much with the jail audit being done separately. He was also the person whom mentioned to Finance Director Kathy Robinson that it would cost \$6,000.00 to have the jail as a separate module in MUNIS. It is not known if either of these estimates are correct. Mr. Roy seemed to be counseling the rest of the commissioners to convert to a fiscal year now because it was going to cost more money in the long run if they waited.

Finance Director Kathy Robinson said she did not know if Mr. Roy's reasoning was accurate. She stated that changing the jail to fiscal in MUNIS will make things easier for the finance office, but she did not know yet if it would be cost effective for the County.

There was a discussion about which Knox County municipalities had switched to a fiscal year. Warren is still on a calendar year, and Washington may have just switched to fiscal. The rest are already on a fiscal year.

Commission Anne Beebe-Center asked if the County purchases the module to put the jail on a fiscal year, will that make it easier to change the rest of the County to a fiscal year later on?

Finance Director Kathy Robinson replied if the Commission feels that the County is going to change to a fiscal year in six months or a year, it would need to be decided if the County wants to spend the extra \$6,000.00 out now? She stated that she has not done enough research to be able to make that determination. It would make sense to change all of the County departments to

a fiscal year but it is unknown what the impact would be on the towns that are still on a calendar year. The County might have to help those towns transition if they chose to, or at least explain the impact of the County's change on their municipal budget.

Commissioner Roger Moody stated that he thought it was inevitable that the change to fiscal year happens but that the towns may not know the impact it would have on them. He suggested sending out a survey to the towns.

County Administrator Andrew Hart stated that if the County switched to a fiscal year, the Commission would need to decide to either do a six month budget and then a twelve month budget, or do an 18 month budget. It is hard doing an 18 month budget because it is hard to project costs that far. Taxes would be lower, and therefore have a smaller impact on the towns, if the County did six months and then a year. It would be harder on the towns to do an 18 month budget. Towns may have to do a TAN if the County went that route.

Commissioner Roger Moody asked if most towns do bi-annual tax payments.

County Administrator Andrew Hart replied that most towns do. He stated that he could check with other counties that have already converted to a fiscal year. He added that at the 2008 MCCA convention there was a discussion of pros and cons of switching to a fiscal year. Peter Crichton, the County Manager of Cumberland, had talked about the fact that Cumberland County had decided not to make the change at this point because of the impact that it would have on the municipalities. The City of Portland was looking at \$3 million dollar increase and other larger municipalities were looking at a huge increase. Penobscot County is not looking at changing, but Kennebec County is, which is surprising because Kennebec County Administrator Bob Devlin had originally seemed like he was not interested in making the change. It may have been the Commissioners who made the decision to convert to a fiscal year. Mr. Devlin is still trying to work out the impact the conversation will have on the towns in his county.

Finance Director Kathy Robinson stated that there was a discussion about fiscal years when she was first hired, but at that point she was new, and then there were changes in County Administration. She stated that she and the county administrator are now at a better place to be able to work together on such a large project. She added that if the County were to convert to a fiscal year, it would make sense to implement the change now because of the jail needing to change.

There was a discussion about time frame if the County converts to a fiscal year. It is unknown what the implementation time, and it may depend on whether the County does a six month and twelve month budget, or an eighteen month budget. It would need to be determined what the impact would be on the municipalities, and that may be influenced by whether or not the towns are behind the change. In terms of cost, there would be a software change to go from a calendar year to a fiscal year, but the cost would not be high. It would be a lot of work and time consuming, however, and could result in a lot of overtime for the finance department. The county will also need time to work with the towns still on a calendar year to help them adjust to the change. It will most likely be a smoother process if the change is supported by the towns. There is no real "road map" for Knox County to follow for this process. Franklin and Somerset Counties has made the change, but Hancock County may be more help since it is a current process for the administration there. It may be an easier process for counties that are more rural.

County Administrator Andrew Hart stated that he does not know how long it would take for the process of preparing to change to fiscal year. There are no "road maps", or a list of steps to take, for processes and smaller things like legal questions because MCCA does not have accessible legal counsel to be able to call and ask for a legal process like towns can with the Maine Municipal Association. Having processes already laid out by legal counsel would save a lot of time for counties going through something like switching from a calendar to a fiscal year.

Commission Anne Beebe-Center stated that the MCCA is working on their new bylaws, which hopefully will include having legal counsel available to all counties in Maine. She asked if it were possible to start researching what a possible time line might be. Knox County may not be able to start a conversion this year, but may need to wait until next year.

Commission Anne Beebe-Center asked if the County has the capacity to offer payroll as a service to non-profit organizations or some other groups or municipalities that do not want to pay the higher costs for hiring an outside source to do their payroll.

Finance Director Kathy Robinson stated that as long as the town or organization is on the same year as us and therefore closes accounts at the same time of year, the County can add any town as their own separate fund, like the airport, communications, and the jail. The challenge would

be getting the information to and from the County. The town would have to bring their time cards to the County and then the County would have to get their checks to them. Payments would have to come to the County, and then invoices would have to go out. The County could do this, but it may be a challenge having information and paperwork going back and forth. As far as access is concerned, the County can have up to sixteen users on MUNIS. If the towns became some of the users, someone at each town would have to be trained to access the information.

County Administrator Andrew Hart stated that if the County is doing all the receipts for them, the County would have to purchase the module for tax collecting

Finance Director Kathy Robinson stated that this was true, and added that if the County started performing services for the towns that the County is not already doing on behalf of the County itself, it will require purchasing extra modules for the MUNIS software.

There was a discussion of known financial software and which municipalities and counties use them. The County leases the software, but most towns buy and own the software and hardware.

TRIO

Penobscot is using TRIO but does not have a lot of the modules that the County uses. It is mostly a time-clock system that they use for their jail. Hancock County is trying to switch to TRIO. In the past, TRIO seemed to work better for smaller towns, which may be why some towns used Northern Data, but TRIO has since increased its capability. Union uses TRIO. Union had looked at GEMINI, which may have gone bankrupt since then, but ended up going with TRIO because of the cost. Union used the TRIO for payroll, budgeting, tax collection, and every other module that TRIO had except for code enforcement. TRIO does not actually have a separate system for counties. It is a municipal program so everything says “town” on it. Counties do still use it even though it is not tailored for counties.

NORTHERN DATA

It is unknown if any counties currently use Northern Data. There were some counties using it in the past but got rid of it because of the cost of the maintenance agreement. The Town of Warren had used Northern Data but switched over to TRIO because of the costs. Camden had used Northern Data also, but it was a source of a lot of frustration, particularly because of the 24-hour service agreement.

Commissioner Richard Parent asked if MUNIS only has the capacity for 16 users.

Finance Director Kathy Robinson stated that sixteen is the limit for a “small business”, which is the category that the County falls into, and that is what the County’s costs include. If an entity falls into a different price structure, they can have more than sixteen.

Commissioner Richard Parent asked how many users there are so far.

Finance Director Kathy Robinson stated that the three people in the finance department are all users on MUNIS. No other County department has access to the software, so only three of the sixteen users are being used. Other County departments could have users if they were given access.

Commissioner Roger Moody asked if the Board of Corrections will send over a list of accounts that the finance office would have to change County accounts over to now that the jails are on a fiscal year.

Finance Director Kathy Robinson stated that the BOC will use different account numbers than the County, just like the State does, and the County will do their reporting on monthly excel spreadsheets that show both the County account numbers, the BOC account numbers, and the budgetary information they have asked to be reported. This does not really take any extra time. Even if MUNIS had the capability to print off reports with two sets of account numbers, the excel spreadsheets would still have to be generated because that is the format that the State wants to see the information in so that everyone is reporting in the same way. Making changes to MUNIS can be very expensive. Just having an account changed, which had been set up incorrectly, cost \$1,500.00 to fix it, even though it only took fifteen minutes to correct the mistake. There are some things that only MUNIS can do, and unfortunately, it was something that the County gets charged for.

Commission Anne Beebe-Center asked if MUNIS turned out to be too expensive and the County decided to change from MUNIS to another system, would it be as expensive as it was when the County changed from the old DOS system to MUNIS.

Finance Director Kathy Robinson replied that there is no way to know. It would depend how much information could be converted to work with the new software, and how much would need to be completely recreated.

Commissioner Richard Parent asked if the County would own the files.

Finance Director Kathy Robinson replied that per the contract the Commission just recently signed, the data may be in the MUNIS system, but it does actually belong to the County. The amount of time it took would also depend on which program the County switched to.

Commissioner Richard Parent asked if the County would have to buy the data back if the County decided to convert to another financial software.

Finance Director Kathy Robinson stated that if the County terminates the contract with MUNIS, the County owns the data. The only thing that the County might be to pay for would be a day of assistance from Tyler Technologies coming to help during the conversion.

Commission Anne Beebe-Center stated that the County could do research to see it would be cost-effective to change to another financial software.

County Administrator Andrew Hart asked if it was the wish of the Commission to invite representatives from companies other than MUNIS to come in and do demos, or do research to compare financial software.

Finance Director Kathy Robinson stated that she wanted to mention that she did not think that the County could simultaneously go to a fiscal year and change financial systems. There would be problems with both changes if they happened at the same time. The Commission may want to prioritize and do one or the other first. She added that she did not believe that it would not be in the County's best interest to do both at the same time. Change in fiscal year seems to be a higher priority right now.

Commission Anne Beebe-Center stated that it is.

Commissioner Richard Parent stated that changing the whole County to a fiscal year may alleviate some of the problems cropping up because of the jail's conversion to a fiscal year. He suggested that it might be good to have a meeting with the towns to get started.

Finance Director Kathy Robinson stated that she could get information from the towns about which systems they are using for their financial software, but it would be too soon to compare systems.

Commissioner Richard Parent stated that the County could casually research other systems in the meantime.

Commission Anne Beebe-Center stated that the County should start out by working on the possibility of changing to a fiscal year first. In the meantime, the County could also begin to learn more about various financial software (TRIO in particular).

Commissioner Richard Parent commented that Jim Murphy, who lives in the Town of Union and is an assessor for several towns in Knox County, is an advocate of TRIO and may be worth talking to about the system.

County Administrator Andrew Hart stated that talking to towns about the costs of the different financial software systems is like comparing apples and oranges because towns and counties use different modules since there are different needs.

Finance Director Kathy Robinson commented that she would rather meet with people who have done the conversion to a fiscal year and start there.

Commission Anne Beebe-Center stated that a good place to start would be the county administrator of Somerset, Robin Weeks, and Bob Devlin, the county administrator for Kennebec.

Finance Director Kathy Robinson stated that the IT staff would need to be involved and that she would need to look at costs and see what would make the most sense. Some of the things that the IT director had recommended for the currently signed contract with MUNIS never made it into the contract.

County Administrator Andrew Hart stated that one of the reasons that the County had gone with MUNIS was because Rockland had it and liked it. Other than that, he was not very sure why the decision was made to go with MUNIS because the notes he had found did not contain a lot of information.

Finance Director Kathy Robinson stated that the County had been part of a joined study with other counties to look at various financial software so that each entity did not have to do the research separately. Northern Data was one of the systems looked at, and it was a definite no from all of the counties on that system.

Commission Anne Beebe-Center stated that in the past, some other counties and municipalities had switched to MUNIS and it was a group purchase instead of a single purchase by one entity. Some had switched because of cost reduction from having done it as a group purchase.

2. Create Timeline/Series of Steps to Meet with Counties/Municipalities re: Sharing Costs and Determining Efficiencies.

Commissioner Roger Moody stated that he wanted this on the agenda in order to talk about a rough time frame, or to ask the county administrator to do a time frame. He stated that he was afraid that if the Commission did not start to track this, the Commission could be get caught up working on other things and it would not get addressed. He asked County Administrator Andrew Hart if he was planning to set up meetings over the course of the summer.

County Administrator Andrew Hart stated that he wondered if this agenda needed to be broken into two topics. If looking at sharing costs with counties, that is a different and separate thing from sharing costs with municipalities. There will need to be two different approaches. Sharing with other counties saves Knox County money. Sharing with the towns is more of the County providing services for the town and it saves money for the towns, but not necessarily for the County because additional staff would probably be needed to cover the extra work. He stated that he would have to talk to the municipalities to see what ideas they have. Animal control has been brought up before. Some towns have hired people together to do that for multiple towns. It is difficult to cover the whole county, and it is difficult to figure out how to hire someone on the mainland who can also then be available to the island communities.

Some other possible shared or provided services for the municipalities mentioned: assessors agents, ambulance service, IT services, Safety training and/or a Safety Officer, legal representation/services, and centralized equipment that towns could borrow or lease (although it was mentioned that towns usually have their own equipment and may not like sharing).

County Administrator Andrew Hart stated that he could send out a letter to the municipalities to discuss this. Nights are not a good time to meet with towns because they often have their own meetings at night. It might be better to get managers here during the day. The purpose of the meeting will be to see if the towns have any ideas of what services the County could provide for them.

County Administrator Andrew Hart asked which counties the Commission was interested in sharing services with. He asked if the Commission was thinking of meeting with just Waldo and Lincoln, and if the Commission wanted to meet with the two counties at the same time, or separately.

Commission Anne Beebe-Center stated that the meetings should be separate because they will be somewhat different conversations. She suggested starting with Lincoln County, which is also on a calendar year. She stated that she did not know if Lincoln was considering going to a fiscal year. She asked the county administrator to talk to Lincoln's administrator and to set up a time to meet.

County Administrator Andrew Hart stated that he would start a dialog with email. He added that it may take a few meetings to get things going.

3. Update on Space Needs.

County Administrator Andrew Hart stated that did not have a lot of information to share because some other ongoing issues have been taking up his time. He stated that he did talk to Ken Schiano of QA13 that morning. He stated that he was trying to get a meeting scheduled for the end of the month to meet with department heads to cut back square footage estimates set by QA13 and Lichtman Associates. A copy of the rough draft of the final report had been sent to the three department heads to have them look it over before the report was finalized.

EMA Director Ray Sisk commented that it would be great if one of the commissioners could attend the meeting with QA13.

Commissioner Roger Moody asked if the meeting with QA13 will be done within the scale of the contract.

County Administrator Andrew Hart stated that QA13 is willing to scale it down but is not willing to amend the report to show the scaled down numbers. The numbers already in the report are still what they feel is needed, so that is what their report will reflect.

Commission Anne Beebe-Center commented that QA13 was, in reality, going to hand the County a report that cannot be used.

County Administrator Andrew Hart stated that those numbers are what QA13 and Lichtman Associates believes the County needs for space. As far as the contract goes, QA13 has met its obligation.

Commissioner Roger Moody asked if there will be any further costs for QA13 meeting with the department heads.

County Administrator Andrew Hart stated that as far as QA13 is concerned, there will be no additional costs for this meeting. He stated that the County needs to decide what direction to go with this. As the County has gone through this process, there have been other individuals and agencies interested in the County looking at their property. The County had looked at the Maine DOT building but another person interested and eventually purchased it. Brad Carter was the one who bought the building and he has offered to lease the building to the County. The commissioners will need to decide they are interested in leasing, purchasing, leasing with option of purchase, etc. He stated that he had also received an email from Doug Erickson that someone (other than the County) was interested in the old Courier Gazette building. Administrator Hart added that he has three entities willing to offer buildings to the county.

Commission Anne Beebe-Center stated that the dilemma is not putting the cart before the horse again. The County still needs to know the reality of what space is actually needed.

County Administrator Andrew Hart stated that when he had gone to look at DOT building, he felt that just by looking at the building without knowing the actual space needs, the County was doing the process backwards, in essence trying to fit the County's needs to the space instead of the other way around. Each building is a different set up. The DOT building has a tower but has issues that may be hard to work with. Different properties have different pluses and minuses. There are a lot of things to consider. He added that he was not sure that the County has enough money for any of the options without going to the voters. It is hard to know what amount the voters would be willing to approve.

Commissioner Richard Parent stated that just the costs of moving into a leased space, especially the Communications equipment, is almost as much as buying the building. Leasing for a period of time like ten years would be like throwing money away. It would be better to purchase.

Commission Anne Beebe-Center commented that the County needed to firm up what the space needs are before looking at property.

Commissioner Roger Moody stated that the County needs to be realistic about space. It would be nice to have everything to start with, but just because the County cannot afford everything now does not mean that it cannot be phased in later. He added that the County also needs to pool all fiscal resources to see what it is that is still needed.

County Administrator Andrew Hart asked if the Commission had concluded that the County wants to only look at relocating EMA and Communications as a the priority.

Commission Anne Beebe-Center stated that this was so but that, if possible, it is important to include the Sheriff because she is also in need of space. The last conversation seemed to indicate that the Sheriff would be fine where she is.

Commissioner Richard Parent stated that Sheriff Dennison had said at last meeting that she could make due for the time being.

County Administrator Andrew Hart asked if the Commission was only looking at purchasing.

Commission Anne Beebe-Center replied that she did not know yet. The County still does not know the square footage needed.

EMA Director Ray Sisk commented that leasing would take a lot of grant opportunities off the table.

County Administrator Andrew Hart asked Communications Director Linwood Lothrop if it was the State Police or some other counties that were switching to have someone else do their dispatching.

Communications Director Linwood Lothrop stated that Aroostook County and sixteen municipalities, mostly in York and Kennebec Counties, counties pulled out of the CMRCC (Central Maine Regional Communications Center) and have contracted with local dispatching centers, mostly Somerset County Communications and the Penobscot RCC. The State is worried that if more municipalities no longer use the State for dispatching it will cause some layoffs. They are currently unable to fill the shifts that they have in order to get the facility up to staff.

Commission Anne Beebe-Center asked if the State had hiked the rates.

Communications Director Linwood Lothrop stated that this was why the counties and municipalities had pulled out. They could get better rates with county dispatch centers. County dispatch centers are already doing about 80 percent of the State communications traffic anyway because they cannot reach their own dispatch centers.

Commission Anne Beebe-Center stated that the department heads will meet with QA13 and then move on from there. The County also needs to assess the financial resources available.

County Administrator Andrew Hart stated that he will have to work on a date that will work with everyone's schedule.

Communications Director Linwood Lothrop stated that it is one thing to say what the space needs are, but it is something else to look at a location and to see what is going to work just by initially looking at it.

County Administrator Andrew Hart stated that he would provide the Commission with copies of Brad Carter's letter regarding the Rankin Street property.

4. Commission Meeting Schedule.

Commission Anne Beebe-Center asked the other Commission members if they wanted to have another work session in two weeks.

Commissioner Richard Parent stated that he liked the idea.

Commission Anne Beebe-Center asked County Administrator Andrew Hart if once a month was enough for business meetings.

County Administrator Andrew Hart stated that once a month is fine because a special meeting can always be scheduled if an issue comes up that needs immediate attention from the Commission. He stated that was not sure if there was enough time to get prepared for another work session in two weeks. It takes time to acquire the needed information. He added that additional meetings also mean that the administrative assistant will have to be at those meetings to take minutes. Typing up the minutes can take a lot of time because they are very detailed. Even though this is a work session, it is still a public meeting and there needs to be a permanent record of it. It will become part of the book of Commission meeting minutes.

Commission Anne Beebe-Center suggested that the County Administrator Andrew Hart look at his schedule first to see what day would work for a Commission work session in two weeks.

County Administrator Andrew Hart stated that he had a lot of meetings coming up, as well as numerous issues he is working on. He stated that if the Commission was going to have another work session, they should set the date and come up with an agenda by the end of the week so that it can be posted.

Commission Anne Beebe-Center suggested that the agenda include follow ups from this meeting, which would include responses/information from Lincoln County, the municipalities of Knox County, other counties in Maine, and the information from the DA's office on their restitution policy.

Commissioner Roger Moody asked if there could also be a discussion about the union negotiations. He asked if the update should be discussed in executive session.

County Administrator Andrew Hart explained that traditionally, the Commission Chair has attended union negotiations. Commissioner Mason Johnson had been sitting in on the negotiations until the change in Commission, after which Commissioner Anne Beebe-Center sat in on the negotiations. The process has been going well, but has been slow because a lot of the language in the contract needed to be fixed. Benefits have not been discussed yet. Once there is a tentative agreement, the union will vote on it and then it will go before the Commission.

Commissioner Anne Beebe-Center asked if the county administrator could just keep the Commission, as a whole, up to date on the issues being discussed in union negotiations in his weekly report to them. She added that it might be worth taking a half hour in an executive session at some point to update the Commission on the progress of the union negotiations.

The next work session was scheduled for Tuesday, April 28th at 2 p.m.

III. Adjourn

- A motion was made by Commissioner Roger Moody to adjourn the meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The meeting adjourned at 3:57 p.m.

Respectfully submitted,

Candice Richards

The Knox County Commission approved these minutes at their regular meeting held on May 12, 2009.

Anne H. Beebe-Center, Chair – Commissioner District #1

Richard L. Parent, Jr. – Commissioner District #2

Roger A. Moody – Commissioner District #3